COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 33-114, 1 July 2000, is supplemented as follows: This supplement establishes Air Force Special Operations Command (AFSOC) software inventory procedures. Computer software is protected by Federal copyright law, which requires users of a particular software program to have a license authorizing such use. Therefore, it is our responsibility to ensure only legal copies of authorized commercial off-the-shelf (COTS), freeware, and shareware software of any type is loaded onto government owned computer systems. This supplement does not apply to the Air Force Reserve Command or Air National Guard.

8.2. Before loading any software onto a government owned system, identify the software requirement to your Workgroup Manager (WM). Software may be loaded onto a government computer with the approval of the DAA, and in coordination with the network control center, according to AFI 33-115Vl, Network Management; and AFI 33-202, Computer Security.

9. Managing Licensed Commercial Off- The-Shelf Software: All AFSOC organizational CSO's who implement licensed COTS or other software shall ensure the following:

9.2.1. (Added) Organizational Commander will

9.2.1.1. (Added) Take action to correct all deficiencies identified as a result of annual software inventory and report corrective actions to the CSO. (NOTE: Hurlburt (all units) CSO is the 16 CS/CC, the 352nd and 353rd CSO will be designated by the respective SOG/CC, and all GSU's not identified above will report directly to HQ AFSOC/SCM)

9.2.1.2. (Added) Ensure unauthorized copies of software are not used within their organization.

9.2.1.3. (Added) Sign annual software inventory and forward to the CSO.

9.2.2. (Added) Equipment Custodian (EC) for Automated Data Processing Equipment (ADPE) with assistance from the WM will:

9.2.2.1. (Added) Maintain an inventory of all software (whether it is installed or not), and ensure that a license or other proof of legal use is available (reference **9.2.2.5. (Added)**). See attachment 1 for mandatory inventory worksheet.

9.2.2.2. (Added) Randomly audit systems to ensure that no illegal copies of COTS, freeware, or shareware software are installed or on hand.

9.2.2.3. (Added) Inform organizational commander of any illegal software in use in the unit.

9.2.2.4. (Added) Remove illegal software immediately upon discovery.

9.2.2.5. (Added) Promote user awareness concerning unauthorized or illegal use of computer software.

9.2.2.6. (Added) Ensure that computer users have proof of the authority to use the software on their computers. Proof may be original disks, receipts with serial numbers, site licenses, proof of registration provided by the software company, or the location of this proof. This is the case for copyrighted software that the Air Force has rights to use (i.e., software provided without use restrictions to the Air Force or where an Air Force-wide site license is in force).

9.2.2.7. (Added) Ensure evidence of licenses are stored in a secure location (i.e., locked file cabinet, safe, etc.)

9.2.2.8. (Added) Will conduct an annual inventory of all software. The EC will sign a copy of the inventory and forward it to the unit commander.

9.3.1. CSO shall compile results from annual software inventories and forward Software Inventory Report (RCS: AFSOC-SCM (A) 0101) to AFSOC/SC no later than 1 March of each year using the format shown in attachment 1. Immediately discontinue reporting data requirements during emergency conditions.

Attachment 3 (Added)

SAMPLE INVENTORY WORKSHEET

Unit/Organization				
Software Title	**Version**	**# of Copies Loaded on CPU's**	**# of Valid Copies/Licenses**	**Delta**
MS Office	2000	45	40	(5)
MS Frontpage	200	45	45	0
FormFlow	2.15	45	45	0
Borland C++	8	2	0	(2)
Map Quest	3.3	10	10	0
Win Zip	7	45	0	(45)
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